



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



**MEMORANDUM**

**TO :** The K4 National President  
  
All Concerned Bureaus, Regional Offices,  
and Attached Agencies  
  
All Concerned Union Presidents

**FROM :** The Assistant Secretary  
Human Resources and Sectoral Initiatives

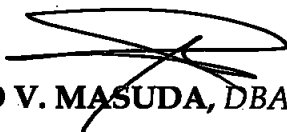
**SUBJECT :** AMENDMENT TO THE SPECIAL ORDER NO. 2024-459  
DATED 23 JULY 2024 AUTHORIZING THE CONDUCT OF  
"FY 2024 DENR INTER-BUREAU/AGENCY SPORTSFEST"

**DATE :** SEP 20 2024

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In reference to the Special Order No. 2024-459 dated July 23, 2024, "Authorizing the conduct of the Inter-Bureau/ Agency Sportsfest and Creation of the Committees Related to the Purpose" and Memorandum No. 2024-731 dated August 14, 2024, please be informed that said sportsfest is hereby rescheduled from 10 September - 5 December 2024 to 23 September - 11 December 2024.

For your information.

  
**HIRO V. MASUDA, DBA, CESO III**

MEMO NO. 2024 - 860



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**

**JUL 23 2024**



**BAGONG PILIPINAS**

**SPECIAL ORDER**

**No. 2024 - 459**

**SUBJECT: AUTHORIZING THE CONDUCT OF THE INTER-BUREAU/AGENCY SPORTSFEST AND THE CREATION OF COMMITTEES RELATED TO THE PURPOSE**

In the interest of the service, and in consonance with the Civil Service Commission Memorandum Circular No. 38, dated September 30, 1992 regarding Physical and Mental Fitness Program for Government Personnel, the conduct of 2024 DENR Inter-Bureau/Agency Sportsfest is hereby authorized to be implemented from 09 September 2024 to 29 November 2024.

The Inter-Bureau/Agency Sportsfest aims to promote employees' engagement, enhance their motivation and foster inclusivity ensuring that everyone is involved. It likewise provides a platform for employees to imbibe a culture of sportsmanship, and improve their overall wellbeing which would ultimately contribute to a more productive and harmonious working environment.

As such, Committees for this purpose shall be created to be composed of the following:

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| <b>Oversight Committee</b> |   |
| <b>Chairpersons</b>        | <b>Assistant Secretary Hiro V. Masuda</b><br>Human Resources, Strategic<br>Communication and Sectoral Initiatives<br><br><b>Bernard B. Quiros</b><br>K4 National President  |
| <b>Co-Chairperson</b>      | <b>OIC Director Miriam M. Marcelo</b><br>Human Resource Development Service   |
| <b>Members</b>             | <b>Director Al O. Orolfo</b><br>Foreign Assisted and Special Project<br>Service<br><br><b>Director Rolando R. Castro</b><br>Administrative Service<br><br><b>Director Norlito A. Eneran</b><br>Legal Affairs Service<br><br><b>OIC Director Imelda R. Dela Cruz</b><br>Financial and Management Service |

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|  | <p><b>Director Joe-Mar S. Perez</b><br/> Document Management and Operations Support and Head, DENR Action Center/Hotline 8888</p>                          |
| <ul style="list-style-type: none"> <li>• Oversees the overall preparation and implementation of the Sports activity conducted by the Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4)/Sports Executive Technical Committee; and</li> <li>• Ensures that all aspects are effectively and efficiently planned and executed, maximizing the economic utilization of resources that can be derived from the activity, to fulfill its objectives.</li> </ul>  |  |
| <p><b>Sports Executive Technical Committee Chairpersons</b></p>  | <p><b>Bernard B. Quiros</b><br/> K4 National President</p> <p>For. <b>Elpidio B. Gelera, Jr.</b><br/> K4 National, Vice President for Internal Affairs</p> |
| <p><b>Co-Chairpersons</b></p>  | <p><b>Wilhelmina C. Diez</b><br/> <b>Engr. Beato L. Cefre, Jr.</b><br/> K4 Designated Focal Persons for Sports and Cultural Affairs</p>                    |
| <p><b>Members</b></p>  | <p><b>Atty. Kim Darriel</b><br/> <b>Nelly Poot Barizo</b><br/> <b>Jed Mariano</b><br/> <b>Armando V. Ramos, Jr.</b><br/> <b>Victor Escandor</b></p>        |
| <ul style="list-style-type: none"> <li>• Sets guidelines of each sport category and enforces its rules and regulations;</li> <li>• Ensures the proper implementation of the activity and score/ point system;</li> <li>• Supervises the maintenance of all the logistical resources, and other items to ensure they meet the standards;</li> <li>• Manages schedules with members and sports participants/players;</li> <li>• Provides orientation to referees, scorers, and timekeepers, if needed;</li> <li>• Ensures compliance to safety and security protocols;</li> <li>• Calls or conducts meetings during the Sports Activity;</li> <li>• Facilitates and conducts the 2024 DENR Inter Bureau/ Agency Sportsfest and ensures smooth operation of the sports competition;</li> <li>• Provides updates to Oversight Committee; and</li> <li>• Drafts the result/ outcome of activity conducted.</li> </ul> |  |
| <p><b>Sportsmanship Committee/Grievance Committee</b></p>  | <p><b>Atty. Gino Paje</b><br/> <b>Victor Escandor</b><br/> <b>Raul Briz</b></p>  |
| <ul style="list-style-type: none"> <li>• Handles complaints or disagreements with due process that may arise during the execution of the activity;</li> <li>• Maintains and ensures sportsmanship among all the players during the settlement or discussion; and</li> <li>• Report details to the Oversight Committee.</li> </ul>  |  |

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| <b>Ways and Means Committee</b>   | Ariel S. Villanueva<br>Zenaida Leano<br>Nelly Poot Barizo    |
| <ul style="list-style-type: none"> <li>• Prepare budgetary requirements of the activity, and recommend for approval of the Executive Technical Sports Committee;</li> <li>• Evaluate all budgetary and funding documentations to be processed in accordance with the existing accounting, auditing and procurement rules and regulations;</li> <li>• Follow-up fees from participating bureaus, agencies and regions and consolidate the same;</li> <li>• Prepare total expenditures at the end of the activity; and</li> <li>• Report necessary details to the Executive Technical Sports Committee.</li> </ul>  |  |
| <b>Administrative and Logistics Committee</b>   | Angelito L. Estrada<br>Joseph A. Esperanza<br>Lamberto Ramos |
| <ul style="list-style-type: none"> <li>• Coordinates schedules with concerned officials, members and players as instructed by the Sports Executive Technical Committee;</li> <li>• Monitors scores and rankings of players and/or bureaus/agencies;</li> <li>• Extends assistance to process procurement of sportsfest materials/supplies and other collaterals;</li> <li>• Prepares highlights of the meetings conducted by the Committees;</li> <li>• Disseminates related information as approved by the Committees;</li> <li>• Responsible in photo documentation of all experiential activities (before, during and after sportsfest);</li> <li>• Maintains records and information related to the conduct of sportsfest; and</li> <li>• Extends overall administrative and logistical support.</li> </ul> |  |

Each Union President who will participate in the said activity shall become a member of the Sports Executive Technical Committee. He/She may designate a Sport Coordinator, who shall be responsible for the actions of their respective teams in the conduct of the said activities, and shall also report to their respective Head of Office on the outcome of their participation.

Expenses to be incurred in the Inter-Bureau/Agency shall be on equal sharing scheme of the participating teams, in the amount of Eighty Thousand Pesos (Php80,000.00) payable to the Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan (K4). The said amount shall be used to defray related and incidental expenses for the operational activities of the committees intended for the sportsfest.

DENR Central Office, Attached Agencies, Bureaus and Regional Offices may also conduct their own inter-color sportsfest, expenses on this shall be charged against respective funds.

The Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives is hereby authorized to adjust the date of the activity if necessary, and in case of conflict with other departmental events.

All other expenses such as meetings, sports uniforms and other related and incidental expenses, including the participating fee in the Inter-Bureau/Agency sportsfest shall be charged against their respective office funds, subject to the usual accounting and auditing rules and regulations.

Moreover, the 2024 DENR Inter-Bureau-Agency Sports Committees is authorized to conduct a pre and post sports assessment workshop.

A report shall be submitted to the undersigned within fifteen (15) working days upon the completion of the activity.

This Order shall take effect immediately and shall remain in effect during the duration herein specified.



**DR. CARLOS PRIMO C. DAVID**

Officer-in-Charge

Office of the Undersecretary for Organizational  
Transformation and Human Resources



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



**MEMORANDUM**

**TO : The K4 National President**  
All concerned Union Presidents/  
Bureaus/Attached Agencies/concerned Regional Office  
(to the 2024 DENR Inter-Bureau/Agency Sportsfest)

**FROM : The Assistant Secretary**  
Human Resources, Strategic Communication, and Sectoral Initiatives

**SUBJECT : ADVISORY FOR THE 2024 DENR INTER-BUREAU/AGENCY**  
**SPORTSFEST**

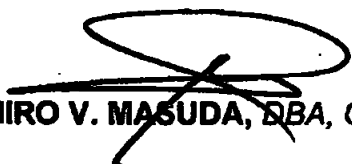
**DATE : 14 AUG 2024**

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This pertains to Special Order No. 2024-459 dated July 23, 2024, "Authorizing the conduct of the Inter-Bureau/Agency Sportsfest and creation of the committees related to the purpose." Please be informed that said sportsfest is hereby rescheduled from September 09, 2024 – November 29, 2024 to September 10, 2024 – December 05, 2024 upon request of the K4 National Vice President for Internal Affairs in a Memorandum dated August 09, 2024.

You are also advised to submit the Special Order for employee who will participate in the aforementioned event to Ms. Wilhelmina Diez, Co-Chairperson of the Sports Executive Committee of the Inter-Bureau/Agency Sportsfest.

For your information.

  
**HIRO V. MASUDA, DBA, CESO III**

MEMO NO. 2024 - 731